COLORADO PUBLIC UTILITIES COMMISSION PRICE LIST FILING CHECKLIST

I. 30 DAY & 14 DAY PRICE LIST FILINGS MUST INCLUDE:

- A. ORIGINAL PLUS COPIES OF:
 - 1 TRANSMITTAL LETTER [SERIALLY NUMBERED] [letter should follow the format of an advice letter] -Original plus 10 copies)
 - 2 PRICE LIST SHEETS-Original plus 3 copies
 - 3. EXPLANITORY OR SUPPORTING INFORMATION (IF ANY) -Original plus 3 copies
- B. PROPOSED EFFECTIVE DATE IS CALCULATED FROM DATE RECEIVED BY COMMISSION. DATE RECEIVED IS NOT INCLUDED IN THE 30 OR 14 DAYS. THE 30 OR 14 DAYS MUST EXPIRE PRIOR TO EFFECTIVE DATE. [EXAMPLE: 30 DAY FILING TO BE EFFECTIVE 2-1-07 MUST BE RECEIVED BY COMMISSION NO LATER THAN 1-1-07] [INITIAL PRICE LISTS MUST BE 30 DAY FILING, CHANGES AFTER INITIAL PRICE LIST IS APPROVED MAY BE 14 DAYS.]

II. COMPLIANCE FILINGS MUST INCLUDE

- A. ORIGINAL PLUS 3 COPIES OF PRICE LIST SHEETS
- B. ORIGINAL PLUS 3 COPIES OF TRANSMITTAL LETTER

III. AMENDMENTS TO PENDING PRICE LIST FILINGS

- A. TRANSMITTAL LETTER NUMBER SAME AS ORIGINAL FILING BUT INDICATING IT IS AN AMENDMENT [EXAMPLE: AMENDED TRANSMITTAL LETTER NO. XX, 1st Amended Transmittal Letter No. XX, 2nd Amended Transmittal Letter No. XX]
- B. AMENDED TRANSMITTAL LETTER SHOULD ONLY LIST PRICE LIST PAGES ACTUALLY ATTACHED TO AMENDMENT
- C. AMENDED TRANSMITTAL LETTER SHOULD EXPLAIN REASON FOR AMENDMENT, NOT RESTATE ORIGINAL LETTER.
- D. SAME NUMBER OF COPIES AS ORIGINAL FILING (Transmittal Letter-Original plus 7 copies, Price List- Original plus 3 copies)
- E. PRICE LISTS SHEETS FILED WITH AMENDED TRANSMITTAL LETTER MUST HAVE AMENDED BEORE THE TRANSMITTAL LETTER NUMBER AT BOTTOM OF PRICE LIST SHEET. [Amended Transmittal Letter No. XX, 1st Amended Transmittal Letter No. XX, 2nd Amended Transmittal Letter No. XX]

IV. PRICE LISTS SHEETS/PAGES MUST HAVE [SAMPLE PRICE LIST SHEET/PAGE ATTACHED]:

- A. COMPANY NAME AND ADDRESS
- B. PUC NUMBER
- C. SHEET/PAGE NUMBER
- D. CANCELS SHEET/PAGE NUMBER
- E. CHANGE INDICATORS IN RIGHT MARGIN
- F. SPACE IN THE LOWER RIGHT HAND CORNER OF EVERY PAGE (approximately 2 ½ " wide X 1 ½") FOR "FILED" STAMP
- G. TRANSMITTAL LETTER NUMBER (-AMENDED, IF AN AMENDED FILING)
- H. EFFECTIVE DATE

IF YOU WANT A DATE STAMPED COPY RETURNED TO YOU, INCLUDE A SELF ADDRESS-STAMPED ENVELOPE AND AN EXTRA COPY OF TRANSMITTAL LETTER AND PRICE LIST SHEETS.

ANY QUESTIONS - CALL ELIZABETH HAYES AT 303-894-2884.

NOTE: ACCORDING TO THE COLORADO REVISED STATUTES, THE OFFICE OF CONSUMER COUNSEL MUST RECEIVE A COPY OF ALL ELECTRIC, GAS, STEAM AND TELECOM PRICE LIST FILINGS - SEND TO 1560 Broadway, Suite 200, Denver, CO 80202- (303) 894-2121. OFFICE OF COUNSUMER COUNSEL'S COPY MUST BE SENT SEPARATELY FROM THE PUC FILING.